

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

May 4, 2004

The Real Estate Appraiser Board met at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia. The following Board members were present:

David N. Castle, Chairman
Christopher Call
John C. Harry, III
Michael G. Miller
Douglas Mullins, Jr.
Donald G. Quinby
Fay B. Silverman

Board members not present:

Harry O. Lewis, Jr.
Robert A. Whaley

DPOR Staff present for all or part of the meeting included:

Louise Fontaine Ware, Director
Karen W. O'Neal, Deputy Director
Christine Martine, Executive Director
Earlyne Perkins, Legal Assistant
Camille C. Palmer, Administrative Assistant

A representative for the Office of the Attorney General was not present.

Chairman Castle called the meeting to order at 10:07 a.m.

Call to Order

No one addressed the Board during the **Public Comment Period**.

Public Comment

A motion was made by Mr. Call and seconded by Mr. Quinby to approve the **agenda**. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

Agenda

A motion was made by Mr. Quinby and seconded by Mr. Harry to

Minutes

approve the **minutes of the February 19, 2004** IFF Conferences. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

A motion was made by Mr. Harry and seconded by Mr. Quinby to approve the **minutes of the February 24, 2004** Board Meeting. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

A motion was made by Mr. Mullins and seconded by Mr. Harry to approve the **minutes of the February 25, 2004** IFF Conference. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

A motion was made by Mr. Miller and seconded by Mr. Call to approve the **minutes of the March 18, 2004** IFF Conference. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

A motion was made by Mr. Call and seconded by Mr. Mullins to approve the **minutes of the March 26, 2004** IFF Conference. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

In the matter of **File Number 2003-01213, Charles L. Siler**, the Board reviewed the record which consisted of the Consent Order. Mr. Siler was not present. A motion was made by Mr. Harry and seconded by Mr. Call to ratify the Consent Order finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-2(a) and imposing a \$150.00 monetary penalty for Count I; and finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(E) to wit: 2002 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 2-2(a)(i) and imposing a \$150.00 monetary penalty for Count II. Additionally, Siler agrees to complete a fifteen (15) hour USPAP course within 90 days of the effective date of this order. Siler acknowledges that satisfactory

File Number 2003-01213
Charles L. Siler

completion of the above-referenced USPAP course will not count towards any continuing education requirements for renewal of license. The total monetary penalty of \$300.00 is imposed. The motion passed unanimously. Members voting "Yes" were Call, Harry, Miller, Mullins, Quinby and Silverman. Mr. Castle, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2003-01908, Sean B. McCoy**, the Board reviewed the record, which consisted of the Consent Order. Mr. McCoy was present and addressed the Board. A motion was made by Mr. Harry and seconded by Mr. Quinby to ratify the Consent Order, noting the date located in paragraph four (4) of the Consent Order should be December 30, 2002, finding a violation of the Board's 1998 Regulation 18 VAC 130-20-180(D) to wit: 2002 Uniform Standards of Professional Appraisal Practice (USPAP) Standards Rule 1-1(a) and imposing a \$600.00 monetary penalty and suspending Mr. McCoy's license for thirty (30) days for Count I; and finding a violation of the Board's 1998 Regulation 18 VAC 130-20-170(3) and imposing a \$300.00 monetary penalty for Count II. Additionally, McCoy agrees to complete a fifteen (15) hour USPAP course within 90 days of the effective date of this order. McCoy acknowledges that satisfactory completion of the above-referenced USPAP course will not count towards any continuing education requirements for renewal of license. The motion passed unanimously. Members voting "Yes" were Call, Harry, Miller, Mullins, Quinby and Silverman. Mr. Castle, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

File Number 2003-01908
Sean B. McCoy

In the matter of **File Number 2004-03303, Sally J. Morf**, the Board reviewed the record, which consisted of the application file, transcript, exhibits from the IFF, and the presiding board member's summary. Ms. Morf was not present. A motion was made by Mr. Harry and seconded by Mr. Quinby to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to deny Ms. Morf's application for a Certified General Appraiser License based upon Morf's inability to produce any appraisal reports for review. Also, Morf has only appraised non-residential properties and has never prepared a written commercial real property appraisal meeting the USPAP guidelines. In addition, Morf has only used

File Number 2004-03303
Sally J. Morf

valuation models in establishing non-residential value and has never used the Income Approach to Value for any non-residential property. The motion passed unanimously. Members voting "Yes" were Call, Harry, Miller, Mullins, Quinby and Silverman. Mr. Castle, who conducted the Informal Fact Finding Conference, did not participate in the discussion or vote in this matter. There were no negative votes.

In the matter of **File Number 2004-03429, Stephen Michael Everett**, the Board reviewed the record, which consisted of the application file, transcript, exhibits from the IFF, and the presiding board member's summary. Mr. Everett was not present. A motion was made by Mr. Harry and seconded by Mr. Miller to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to deny Ms. Everett's application for a Certified General Appraiser license by reciprocity due to Mr. Everett filling out a false and misleading application by answering Questions 9 and 10 falsely which indicated that Everett was attempting to hide his previous violation. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. Mr. Whaley, who conducted the IFF, did not participate or vote in this matter. There were no negative votes.

File Number 2004-03429
Stephen Michael Everett

In the matter of **File Number 2004-02612, Jeffrey Scot Phillips**, the Board reviewed the record which consisted of the application file, transcript, exhibits from the IFF, and the presiding officer's summary. Mr. Phillips was present and addressed the Board. A motion was made by Mr. Harry and seconded by Mr. Call to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to approve Mr. Phillip's application for a Licensed Residential Real Estate Appraiser License. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

File Number 2004-02612
Jeffrey Scot Phillips

In the matter of **File Number 2004-03432, Michael Stephan Dickinson**, the Board reviewed the record which consisted of the application file, transcript, exhibits from the IFF, and the presiding officer's summary. Mr. Dickinson was present and addressed the Board. A motion was made by Mr. Call and seconded by Mr. Quinby to accept the recommendation contained in the Summary of the Informal Fact Finding Conference to approve Mr. Dickinson's

File Number 2004-03432
Michael Stephan
Dickinson

application for a Real Estate Appraiser Trainee License. The motion passed unanimously. Members voting "Yes" were Castle, Call, Harry, Miller, Mullins, Quinby and Silverman. There were no negative votes.

There were no **Administrative Matters** for discussion.

Administrative Matters

During **Old Business**, the Board discussed Legislative Issues specifically Chapter 297, which was recently passed into a law during the Virginia General Assembly.

Old Business

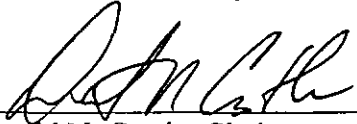
During **New Business**, there was a discussion regarding the Informal Fact Finding Conferences minutes and the availability on the Town Hall website.

New Business

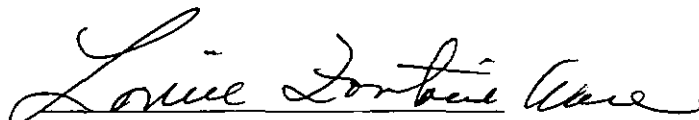
Also, Ms. Martine distributed information regarding recent training on Sex Offenders which included a check off sheet created by Lisa Hunt, Director of The Center for Clinical and Forensic Services (CCFS).

A motion was made by Mr. Call and seconded by Mr. Quinby to **adjourn** the meeting. The meeting adjourned at 11:15 a.m.

Adjourn



David N. Castle, Chairman



Louise Fontaine Ware, Secretary

Copy Teste:

Custodian of the Record

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT


- 1. Name: David N. Castle
- 2. Title: Chairman - Real Estate Appraiser Board
- 3. Agency: Department of Professional and Occupational Regulation
- 4. Transaction: Board Meeting
- 5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: 

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Michael G. Miller
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

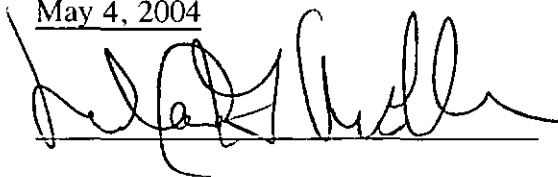
6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: _____



**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Christopher Call
2. Title: Member – Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

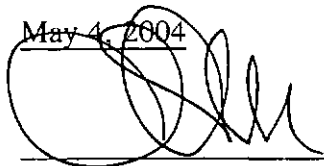
(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated:

May 4, 2004

Signature:

 _____

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Fay B. Silverman
2. Title: Member – Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: _____

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

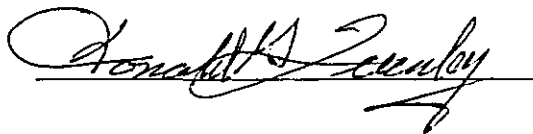
1. Name: Donald G. Quinby
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: 

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: John C. Harry, III
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: 

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT

1. Name: Douglas Mullins, Jr.
2. Title: Member - Real Estate Appraiser Board
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Dated: May 4, 2004

Signature: _____

